



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE | | FOR RECORDS MANAGEMENT USE | |
|---|---|--|-------------------------------------|
| Application Date | 1. Agency Address Department of Education Office of Instructional Services Division of Special Programs Program for Exceptional Children Section Federal Programs and Special Projects Unit | Application Number 82-27 | |
| Application Number | | Date Received DEC 21 1981 JAN 25 1982 | Date Completed FEB 8 1982 |
| 2. Person to Contact Alan White | | Working Title Coordinator | Telephone Number 656-6319 |
| 3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void | | | |
| 4. Dates of Series Earliest _____ Latest _____ To Date _____ | | 5. Records Series Title (followed by title used in office; if different) Due Process Hearing (P.L. 94-142) Files | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Federal Programs and Special Projects Unit allocates, distributes and monitors the federally funded education special programs grants and administers these programs in accordance with the State Plan for Exceptional Children and Youth and all applicable Federal/State statutes, rules, regulations and State Board of Education policies on special education. | | | |
| 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining a complete record of hearings and any related records held at the local or state level, generally regarding unresolved differences concerning child evaluation and placement. Included are: copies of local and state hearings evidence from both parties in the form of medical reports, statements, written or tape recorded testimonies, educational evaluations, findings, recommendations and other related records and correspondence. (See DOE Reg. IDDFd3) Files of appealed cases have been removed and transferred to "State Board of Education Appeals Files," schedule no. 74-121-A, approved 2-25-81, transferring records to the State Archives. File is arranged: chronologically by fiscal year; thereunder by hearing officer; thereunder chronologically | | | |
| 8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? | | | |
| 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____ | | | |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column) |
|-----|----|---|
| X | | a. Is this the official copy of the series? If not, where is it? |
| X | | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <i>45 CFR 99, Privacy Rights of Parents and Students.</i> |
| | X | c. Is this a vital record? |
| | X | d. Does this series have historical or long term research value? |
| | NA | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| | X | f. Is the information contained in this series ever published? If yes, attach copy. |
| | X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| | X | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| | X | i. Is this series (or a major portion of it) regularly microfilmed? |
| | X | j. Does the record series result in a computer printout? |

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-----------------------|-----------------------------------|-----------------------|
| a. State Law | _____ years. | d. Audit period | _____ 2 _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ 10 _____ years. |
| c. Federal law | _____ 5* _____ years. | f. Federal retention instructions | _____ 5* _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

These records are needed for 10 years to properly administer the hearing process as prescribed in GA. Dept. of Education Regs. and Procedures.

*after completion of project for which grant was made.
45 CFR 100b.734

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 2 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
|--|-----------------------------|--|-----------------|
| <i>a.w. A. Wayman Culp</i> | <i>12/18/81</i> | <i>Walker L. Baumgardner</i> | <i>12-18-81</i> |
| State Records Committee (Signature) _____ Date _____ | | | |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | State Auditor/Designee | <i>[Signature]</i> | <i>2-5-82</i> |
| | Secretary of State/Designee | <i>Carroll Hart</i> | <i>2-2-82</i> |
| | Attorney General/Designee | <i>[Signature]</i> | <i>2-5-82</i> |